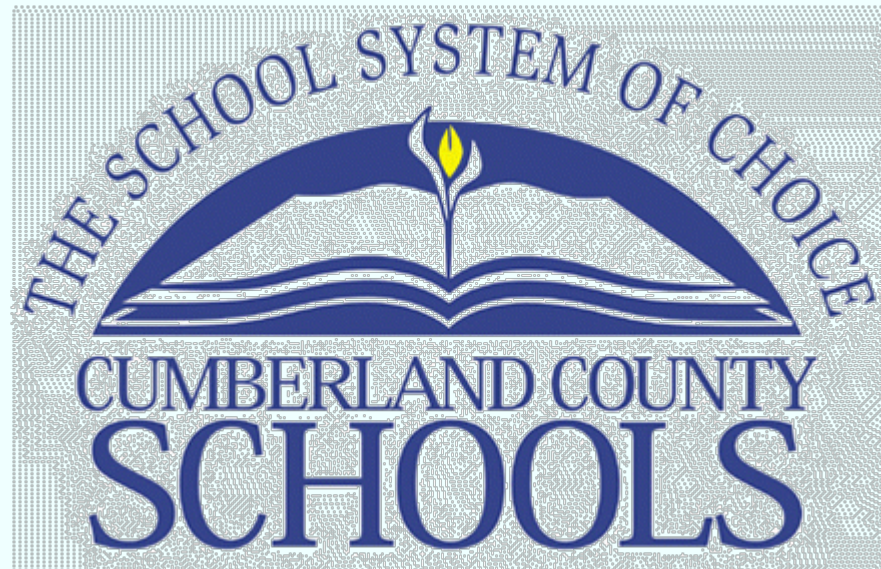


COMPUTER SKILLS 20 DAY ACTIVITIES/ RESOURCES



***NCDESK* WEBSITE**

<http://ncdesk.ncsu.edu/ncdesk/>

- Installation Instructions
- Current versions
- Updates about the software

Computer Skills Test

- Test is made up of 72 questions
- 4 sections of 18 question each
- Questions and sections are randomized
- Only 3 sections really count, but students and/or administrator will not know which one does not count
- Six strands tested

Strand Percentages of Test Items

- Societal/Ethical Issues - 12-14%
- Database - 22-25%
- Spreadsheet - 22-25%
- Keyboard Utilization/WP/DTP - 18-20%
- Multimedia/Presentation - 10-12%
- Telecommunications/Internet - 10-12%

COMPUTER SKILLS - 20 DAY ACTIVITIES/RESOURCES

- 1. Societal/Ethical Issues**
- 2. Societal/Ethical Issues**
- 3. Databases**
- 4. Databases**
- 5. Databases**
- 6. Spreadsheets**
- 7. Spreadsheets**
- 8. Spreadsheets**
- 9. Editor/Word Processing/Desktop Publishing**
- 10. Windows Management/Mail**

COMPUTER SKILLS - 20 DAY ACTIVITIES/RESOURCES - CONT.

11. **NCDESK (Editor, Windows Management, Database, Mail)**
Spreadsheet Quiz
12. **NCDESK (Database, Windows Management, Editor, Spreadsheet)** Word Processing Quiz
13. **NCDESK (Spreadsheet, Database, Mail, Editor,)** Database Quiz
14. **NCDESK (Windows Management, Spreadsheet, Editor, Database,)** Spreadsheet Quiz
15. **NCDESK (Database, Editor, Spreadsheet, Mail)** Internet Quiz
16. **NCDESK (Spreadsheet, Database, Editor, Mail)** All Strands Quiz
17. **NCDESK (Database, Spreadsheet, Editor, Windows Management)** All Strands Quiz
18. **NCDESK (Spreadsheet, Database, Editor, Mail)** All Strands Quiz
19. **NCDESK (Database, Spreadsheet, Editor, Mail)** All Strands Quiz
20. **NCDESK (Database, Spreadsheet, Editor, Mail)** All Strands Quiz

Computer Skills Vocabulary

- [Societal/Ethical Issues \(Part 1\)](#) – Day 1
- [Societal/Ethical Issues \(Part 2\)](#) – Day 2
- [Databases](#) – Day 3
- [Spreadsheets](#) – Day 6
- [Editor/Word Processing/Keyboarding](#) – Day 9
- [Telecommunications](#) – Day 10
- Multimedia

[CST Vocabulary Document](#)

Day 1- Societal/Ethical Issues

- Day 1 Outline
 - Objectives
 - Vocabulary
 - Activities
 - ***NCDesk***
 - Online Quizzes

Day 3 - Databases

- Day 3 Outline
 - Objectives
 - Vocabulary
 - Activities
 - ***NCDesk***
 - Online Quizzes

Day 11 - Databases

- Day 11 Outline
- Day 11 PowerPoint
 - Activity 1 – Editor
 - Activity 2 – Windows Manager
 - Activity 3 – Database
 - Activity 4 – Mail
 - Activity 5 – Online Quizzes

HELPFUL HINTS

- Complete the directions in the least amount of steps possible
- Don't play with the program (no doodling)
- If you don't know how to do the task:
 - Use the Menu bar to look for the solution
 - Use Help
 - Work the task and then when you have figured it out, use the Restore button and solve the task in the least amount of steps possible.
- Restore, Restore, Restore!!!!

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